

**Summer Village of Itaska Beach  
Bylaw #2006 / 02**

**A bylaw of the Summer Village of Itaska Beach in the Province of Alberta to establish the position of Chief Administrative Officer and to outline the duties and powers of the Chief Administrative Officer**

**WHEREAS**, pursuant to the provisions of Section 205 of the Municipal Government Act (M.G.A.), being Chapter M-26.1 of the Revised Statutes of Alberta, 1994 and amendments thereto, Council must establish a position of Chief Administrative Officer (C.A.O.);

**NOW THEREFORE**, the Council of the Summer Village of Itaska Beach, duly assembled, enacts as follows:

1. The position of Chief Administrative Officer is hereby established, and Council, by resolution, shall appoint an individual as C.A.O. who shall be appointed by reason of his or her qualifications and training in the field of municipal administration.
2. The C.A.O. shall carry out those executive and administrative duties which are described in the job description attached as Schedule "A" to this Bylaw.
3. This bylaw comes into effect on the date of the third reading.

Read a first time this 6<sup>th</sup> day of July, 2006.

Read a second time this 6<sup>th</sup> day of July, 2006.

Read a third time, by unanimous consent, and finally passed, this 6<sup>th</sup> day of July, 2006.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

## **Schedule “A”**

### **Job Description – Chief Administrative Officer**

#### **General Accountability**

This position is the administrative head of the municipality. This position ensures that the policies and programs of the municipality are implemented; advises and informs the council on the operation and affairs of the municipality; is required to work in a professional, confidential and political environment.

#### **Key Responsibilities**

The chief administrative officer must ensure that

- a) all minutes of council meetings are recorded in the English language, without note or comment;
- b) the names of the councillors present at council meetings are recorded;
- c) the minutes of each council meeting are given to council for adoption at a subsequent council meeting;
- d) the bylaws and minutes of council meetings and all other records and documents of the Summer Village are kept safe;
- e) he / she attends the regular Council meetings and annual general meeting, prepares the agenda and all documents pertinent to each meeting, delivering such documents in advance to the Council members
- f) the Minister is sent a list of the councillors and any other information the Minister requires within 5 days after the term of the councillors begins;
- g) the corporate seal, if any, is kept in the custody of the chief administrative officer;
- h) the revenues, including taxes, of the Summer Village are collected, controlled and receipts are issued in the manner directed by council;
- i) organize and manage the maintenance and repair of the property of the Summer Village;
- j) all money belonging to or held by the Summer Village is deposited in a bank, credit union, loan corporation, treasury branch or trust corporation designated by council;
- k) the accounts for authorized expenditures, referred to in section 248 of the M.G.A., are paid;

- l) accurate records and accounts are kept of the financial affairs of the Summer Village, including the things on which the Summer Village's debt limit is based and the things included in the definition of debt for the Summer Village;
- m) auditors are retained, as approved by council, to provide audited financial statements for the Summer Village;
- n) in the first month of each fiscal year of the Summer Village, a budget is submitted to the Summer Village for that fiscal year; such budget to include anticipated receipts and expenditures on a monthly and annual basis;
- o) the actual revenues and expenditures of the Summer Village compared with the estimates in the operating or capital budget approved by council are reported to council on a monthly basis, or as often as council directs;
- p) money invested by the Summer Village is invested in accordance with section 250 of the Municipal Government Act (M.G.A.);
- q) assessments, assessment rolls and tax rolls for the purposes of Parts 9 and 10 of the M.G.A. are prepared;
- r) public auctions held to recover taxes are carried out in accordance with Part 10 of the M.G.A.;
- s) the council is advised in writing of its legislative responsibilities under the M.G.A.;
- t) an up-to-date record of the names, addresses and contact phone numbers and email addresses of all Ratepayers is maintained;
- u) complaints of a Ratepayer of the Summer Village are dealt with in a timely, professional and respectful manner;
- v) delivery of any notice required to be delivered by the Summer Village to any Ratepayer is arranged;
- w) an annual written performance evaluation of the results the chief administrative officer has achieved with respect to fulfilling the chief administrative officer's responsibilities is completed with council;
- x) any other administrative duties as directed by Council are completed; such direction to be reasonable and consistent with the general responsibilities of the C.A.O.

## **Requirements**

- Enrolment in or completion of a Certificate in Local Government;
- Experience in the local government field, including knowledge of all applicable legislation, including the Municipal Government Act (M.G.A.);
- Excellent communication, personnel and public relations skills;
- Good computer skills and experience working with municipal software packages;